

CHECKLIST OF POLLING PLACE OPERATIONS
FOR CHIEF OFFICER CHECKLIST 11/08/11 ELECTION
Election Support (Includes EPB) 717-6666 Equipment Support 751-4671

5:00 A.M. – ARRIVAL TIME AT POLLING PLACE

AUTHORIZED REPRESENTATIVES (REPS) & PERSONS ALLOWED

- ☐ Welcome **Reps**, if any; check written authorization (see page 6)
- ☐ Pack any written authorizations in Envelope 2
- ☐ **Persons allowed** inside polling place (see page 3)

REVIEW WITH ALL OFFICERS

- ☐ Media (see page 3)
- ☐ Prohibited Activities (see page 3)
- ☐ Emergency Procedures (see page 4)
- ☐ Assisting Voters with Disabilities (see page 5)

OATH OF OFFICER/PAYROLL: Chief Officer

- ☐ Administer Oath of Officer; have Officers sign form
- ☐ Sign form at top & bottom
- ☐ Pack Oath in Envelope 2
- ☐ Confirm **accuracy** of Payroll Form & pack in Envelope 9

POLLING ROOM

- ☐ Unlock Cage; making sure wheels are **locked**
- ☐ Arrange tables and chairs for best flow
- ☐ Refer to Voting Booth Officer (Quick Reference Election Guide, page 6)
- ☐ Plug in cell phone & charger (locate within hearing/answering distance)

5:30 A.M. – HAVE EQUIPMENT SET-UP

- ☐ M100 Ballot Counter – Refer to M100 Guide (on cage door)
- ☐ AutoMark – Refer to AutoMark Guide & Operations (on cage door)
- ☐ Electronic Pollbooks (EPB) – Refer to Electronic Pollbook (EPB) Guide (in EPB carrier)
- ☐ ERVV computer precincts – locate & login computer (see Instructions packet)

ELECTION SUPPLIES/INSTRUCTIONS

- ☐ Distribute materials to proper Officers and stations (Quick Reference Election Guide)
- ☐ AB Voter list (in EPB carrier) at Forms table for inspection, if requested (not posted)

BALLOTS - ☐ Confirm ballots match sample ballot on Demo Board

- ☐ Confirm ballots received (# packages x 100) equals total on Statement of Results
- ☐ Issue ballot package(s) to Ballot Officer(s) as needed. Record all issued ballot packages, Spoiled, Void, & Provisional ballots on the **Ballot Record Report** (use to complete Statement of Results after polls close)

SIGNS -Outside Polling Place

- ☐ Set up POLLING PLACE sign at most visible site
- ☐ Post PROHIBITED AREA sign (outside building entrance voters use)
- ☐ Post HANDICAPPED PARKING/ENTRANCE signs and other signs, as needed

Inside Polling Place

- ☐ Place "...Legal Name" sign in front of Electronic Pollbook (EPB) Stations
- ☐ Post Voters' Rights and Responsibilities poster

CAGE

- ☐ Lock doors & keep keys w/you at all times

6:00 A.M. - OPENING THE POLLS

- ☐ Announce at 6:00 a.m., "THE POLLS ARE OPEN." (check time on cell phone)
- ☐ ****NEW PROCEDURE**HOURLY record # checked-in on EPB Count Report**

AUTHORIZED REPRESENTATIVES (REPS)

- ☐ Welcome Reps, if any; check written authorization & pack in Envelope 2 (see page 6)

10:00 A.M. – REPORT VOTER TURNOUT/LINES

- ☐ 10:00 a.m. – ERVV Computer or 717-6666

2:00 P.M. – REPORT VOTER TURNOUT/LINES

- ☐ 2:00 p.m. – ERVV Computer or 717-6666

4:00 P.M. – REPORT VOTER TURNOUT/LINES

- ☐ 4:00 p.m. – ERVV Computer or 717-6666

6:45 P.M. - ANNOUNCEMENT

- ☐ Announce outside at 6:45 p.m.(check time on cell phone)
"THE POLLS WILL CLOSE IN 15 MINUTES"

7:00 P.M. - POLLS CLOSE

- ☐ Announce promptly outside at 7:00 p.m.
"THE POLLS ARE OFFICIALLY CLOSED."
- ☐ Identify voters, if any, waiting in line (list names, if necessary, to prevent anyone from **entering** line after 7:00 p.m.)
- ☐ Experiencing long lines – report by calling 717-6666

AUTHORIZED REPRESENTATIVES (REPS)

- ☐ Welcome Reps (See page 6); check written authorization & pack in Envelope 2
 - Explain to Reps that they may not leave the polling place until the Unofficial Results have been announced

7:00 P.M. - POLLS CLOSE (CONTINUED)

PRINT RESULTS TAPES

- ☐ Before printing tapes be sure the **uncounted ballot bin** has been emptied
- ☐ Refer to M100 Guide

REPORT RESULTS – IMMEDIATELY AFTER TAPES PRINT

- ☐ Report on ERVV computer or call 717-6666
- ☐ Announce Unofficial Results inside & outside polls, if media, Reps, or others waiting
- ☐ Reps inside polls may leave now

RESULTS TAPES DISTRIBUTION

- ☐ Attach Zero/Tape #1 (☐ all Officers sign twice) to Copy #1 of the Statement of Results (☐ all Officers sign)
- ☐ Attach Tape #2 (☐ all Officers sign) to Copy #2 of the Statement of Results (☐ all Officers sign)
- ☐ Attach Tape #3 (☐ all Officers sign) to the **YELLOW** Printed Return Sheet (☐ all Officers sign) & pack in Envelope 2A

SIGNS & OTHER MATERIALS

- ☐ Polling Place sign (pack in Cage) - (yard signs; if used, keep for next election or return to office) ☐ Used paper signs remove & discard
- ☐ Laundry bag containing vests & Ziploc bag w/OOE buttons & badges pack in Cage

PROVISIONAL BALLOTS

- ☐ Designate 2 Officers to process Provisional Ballots & Envelope 1A - even if “NONE” following instructions with the Provisional Ballot Packets
- ☐ Record total on Ballot Record Report

WRITE-IN BALLOTS (not Primaries)

- ☐ Handed to Chief/Deputy Chief by M100 Ballot Counter Officer
- ☐ Assign 2 Officers to **record valid write-ins** on **both** Write-Ins Certifications
- ☐ Pack both completed Write-Ins Certifications in Envelope 2
- ☐ Pack write-in ballots in Envelope 3W

SPOILED & VOID BALLOTS

- ☐ Record total of each on Ballot Record Report & pack Spoiled/Void ballots in Envelope 4

BALLOT PACKAGES

- ☐ Record total ballots in unopened packages on the Ballot Record Report
- ☐ Pack unopened packages in burgundy bag (☐ complete bag's outside card) in Cage
- ☐ Record total unused ballots in opened packages on the Ballot Record Report
- ☐ Pack opened packages in Envelope 6

BALLOT RECORD REPORT

- ☐ Use Ballot Record Report to complete both copies of the Statement of Results (SOR)
- ☐ Ballot Record Report is packed in Envelope 6

STATEMENT OF RESULTS (SOR) – COMPLETE BOTH COPIES

- ☐ Total ballots in unopened ballot packages (from Ballot Record Report)
- ☐ Total number unused ballots from opened packages (from Ballot Record Report)
- ☐ Total number of Spoiled, Void, & Provisional ballots (from Ballot Record Report)
- ☐ Total voting on Ballot Counter – After Polls Close – (from results tape or M100 officer)
- ☐ Total checked-in on Electronic Pollbook (EPB)
- ☐ If, any marked ballots that should have been inserted in counter before tapes printed, record on SOR line #10, complete SOR Addendum & place red sticker on Env. 2
- ☐ If, Parts A,B,C are not equal check appropriate box and/or explain in Part D
- ☐ Pack in Envelope 2 both copies of the completed Statement of Results (☐ Part E signed by all Officers with attached tapes ☐ signed by all Officers)

ELECTRONIC POLLBOOKS (EPB)

- ☐ Refer to EPB guide to log off, shut down, export data, and exit
- ☐ Enclose 1 thumb drive in Circuit Court EPB thumb drive container; remaining thumb drive(s) in Registrar EPB thumb drive container
- ☐ Pack both EPB thumb drive containers & EPB Count Report in Envelope 2
- ☐ Pack EPB equipment in EPB carrier ready **TO HAND** in at office (power “brick” pack in Cage)

UNUSUAL ACTIVITY & EQUIPMENT DEFECT REPORT, & AB VOTER LIST

- ☐ Pack in Envelope 2

CELL PHONE

- ☐ Pack charger in phone box
- ☐ Leave phone on until arrival at office, at which time turn off & pack in black supply case

FINAL CHECK

- ☐ Cage properly packed according to “Packed Cage Picture” (see cage door) & locked, voting area as clean & organized as possible
- ☐ Keys on wristband pack in Envelope 7B
- ☐ Envelopes 1A, 1B, 2, 2A, 3, 3C, 3T, 3W (not primaries), 4, 6, 7B, 8, 9 w/**signed/dated seals** on flaps & ready **TO HAND** in at office
- ☐ EPB Carrier & black supply case packed & ready **TO HAND** in at office

9:00 P.M. – RETURNING ELECTION SUPPLIES - Return to the Registrar's Office, 9848 Lori Road, by 9:00 p.m. Election Night (if problems or delays, call 717-6666 immediately)

BE AWARE OF...

MEDIA ALLOWED IN THE POLLING PLACE

CHIEF/DEPUTY CHIEF OFFICER:

- Representatives of the news media shall be permitted to visit and film or to photograph inside the polling place for a reasonable, though limited, period of time while the polls are open.
- Any person who is found by a majority of the officers present to be in violation of this subsection is required to leave the polling place and the prohibited area.

MEDIA:

- **Shall** turn off cell phones
- **Shall** comply with the Prohibited Activities listed below
- **Shall** direct inquiries or comments about the conduct of the election to the Chief/Deputy Chief
- **Shall not** film or photograph any person who specifically asks that he not be filmed or photographed
- **Shall not** film or photograph the voter or the ballot in such a way that divulges how any individual voter is voting
- **Shall not** film or photograph the voter list or any other voter record or material at the precinct in such a way that it divulges the name or other information concerning any individual voter
- **Shall** conduct **any interviews** with voters, candidates or other persons, live broadcasts, or taping of reporters' remarks **outside of the polling place** and the 40' prohibited area

PERSONS ALLOWED INSIDE POLLING PLACE

- Officers of Election
- **Qualified Voters** offering to vote and persons assisting them at their request
 - A law change (effective 7/2009) allows a person who approaches or enters the polling place for the purpose of voting to wear a shirt, hat, or other apparel, or a sticker or button attached to his apparel, on which a candidate's name or a political slogan appears. (see § 24.2-604(K))
- Candidates may enter to vote or visit (but not to campaign) for no longer than ten (10) minutes per day per polling place
- Minors age 15 or younger accompanying a parent (may also enter voting booth with parent)
- Any member or authorized representative of the Electoral Board
- Any member or authorized representative of the State Board of Elections
- Any authorized party representative (See page 6)
- Any authorized candidate representative (See page 6)
- Voting equipment custodians
- News media representatives (see above and/or § 24.2-604(J) for permitted activities and *limitations*)
- Neutral observers or others as authorized in writing by Electoral Board (see § 24.2-604(I))
- High school election pages
- Minors voting in a simulated election (see § 24.2-604(G))

ACTIVITIES PROHIBITED INSIDE POLLING PLACE

- CAMPAIGNING is NOT permitted by anyone inside the polling place
- No person may give, tender, or exhibit any ballot, ticket, or other campaign material to any person
- No person may solicit or in any manner attempt to influence any person in casting his vote
 - (See description of new law allowing **voters inside/approaching polling place to wear candidate or political apparel/stickers/buttons**, under "Qualified Voters" above)
- No one may hinder or delay any Officer of Election or Voter
- Neutral observers (§ 24.2-604(J)) and candidate or party authorized representatives (§ 24.2-604(C)) are prohibited from assisting voters with voting, or wearing any indication that they are authorized to assist voters either inside the polling place or within 40' of any entrance to the polling place (law change, effective 7/2009)

BE AWARE OF... EMERGENCY PROCEDURES GUIDELINES

Safety Assessment for the Polling Location

1. Locate fire extinguishers/fire alarms and inform all OOE of their location.
2. Identify emergency escape routes/exits.
3. Establish a **predetermined** assembly point to be used in the case of evacuation, preferably at least 300 feet away from the building and outside of parking areas.
4. Identify potential hazard areas (icy steps/sidewalks, slick/wet floors) and notify custodial or management staff of the polling place to correct the hazards.
5. Identify dialing procedures on local telephone for contacting 9-1-1 (Determine whether an outside line requires dialing additional digits such as "9" resulting in 9-9-1-1).

In Case of Emergency Evacuation from the Polling Location

- Get as accurate a head count as possible
- Alert all present individuals of the emergency circumstances as calmly as appropriate & announce the predetermined assembly area
- Ballot Counter officer should take quick note of the public counter number on the machine
- IF TIME PERMITS, OOE should try to take with them the following:
 - M100 Scanner & ballot box
 - M100 Scanner number recorded
 - Electronic Pollbooks (EPB)
 - AutoMark
 - Unused ballots
 - Paper
 - Pens
 - Necessary forms & materials to allow voting to continue, such as Affirmation of *Identity* & Affirmation of *Eligibility*
 - Voting booths
 - Personal belongings
- A designated OOE should notify the office of the General Registrar (717-6666) and/or Electoral Board ASAP
- Chief Officer should insure that all OOE & evacuated voters are accounted for
- Chief Officer should designate an officer to list the names of those who checked in before the evacuation, but were unable to vote
- Officers should advise voters they may do one of the following:
 - Wait until the building can be reentered; or
 - Leave & return before 7PM (Any voter who leaves and later returns MUST be allowed to go to the head of any line of persons waiting to vote.)
- Attempt to resume the election at the predetermined assembly point only if circumstances permit
- The electoral board may opt to move polling to another location if there will be a prolonged or permanent evacuation. Should this happen, directions to the new location MUST BE posted on the doors (post on both regular and handicapped accessible entryways) and the time you vacated this polling place.

BE AWARE OF...

ASSISTING VOTERS WHO HAVE DISABILITIES GUIDELINES

Section 51.5-43 of the Code of Virginia states that, “Discrimination against qualified persons with disabilities in exercising right to vote prohibited.” As a sworn Officer of Election, it is your duty to enforce this law. No qualified citizen has a disability which prohibits voting. It is your job to be aware of all legal options available, and to work with voters who have disabilities to find the most suitable method of casting a ballot.

We will begin with some common sense guidelines that apply to all voters:

1. Be courteous and respectful
2. Common sense will provide an answer to most questions
3. Don’t underestimate people with disabilities. Physical disability DOES NOT equal lessened mental capability.
4. Be considerate of extra time it may take for a person who is disabled or elderly to get things done, and give unhurried attention to a person who has difficulty speaking
5. Always speak directly to the voter, not to a companion, aide, or sign language interpreter
6. Ask before you help. The person may not want any assistance. Don’t insist – take “no” for an answer.
7. On the other hand don’t be shy about offering assistance. Your courtesy will be appreciated.
8. If your polling place is in a building with several routes through it, be sure that there are sufficient signs to direct a person to the most accessible way around the facility

VOTERS WHO ARE BLIND

1. Identify yourself and state that you are an Officer of Election as soon as you come in contact with the person
2. If guiding a voter who is blind, offer your arm to the voter, rather than taking the voter’s arm
3. If a person has a guide dog, walk on the opposite side of the voter from the dog. Do not pet or otherwise distract a guide dog without permission from the owner.
4. When giving directions to navigate the polling place, be as specific as possible and point out obstacles in the path of travel
5. If you are going to leave a person who is blind, let the person know

VOTERS WHO HAVE SPEECH OR HEARING IMPAIRMENT

1. A voter who cannot speak can give name and address simply by providing identification to the EPB Officer. The EPB Officer then reads the name and address aloud.
2. Follow the voter’s cues to determine whether speaking, gestures, or writing are the most effective method of communication
3. If speaking, speak calmly, slowly, and directly to the voter. Do not shout. Your facial expressions, gestures, and body movements help in understanding. Face the voter at all times and keep your face in full light (not backlit).
4. Rephrase, rather than repeat, sentences that the voter does not understand

VOTERS WITH MOBILITY IMPAIRMENT

1. Do not push or touch another person’s wheelchair or equipment without prior consent. People using adaptive equipment often consider the equipment as part of their personal space. You are also likely to break a wheelchair or piece of equipment with which you are not familiar.
2. Ask before helping. Grabbing someone’s elbow may just throw the person off balance. A person with mobility impairment might lean on a door while opening it. Quickly opening the door might cause the person to fall.
3. Either fasten mats and throw-rugs down securely or move them out of the way. A person with mobility impairment could trip.
4. Keep floors as dry as possible on rainy or snowy days
5. Keep the ramps and wheelchair-accessible doors to the polling place unlocked and free of clutter
6. If your voting machines are not wheelchair adaptable (and your Electoral Board would have told you if they were), then set aside a table-height area for voting in private on paper ballot. Any person who uses a wheelchair can vote in this location.

GUIDELINES FOR CAMPAIGNERS AND AUTHORIZED REPRESENTATIVES (REPS)

§§24.2-310, 24.2-604, 24.2-607, 24.2-639 AND 24.2-655 of the Code of Virginia

CAMPAIGNERS (INCLUDES CANDIDATE) - OUTSIDE POLLING PLACE AND PROHIBITED AREA

- **MUST BE OUTSIDE** 40 feet of **ANY** entrance to the building in which voting takes place . Only electoral board can authorize limited exceptions.
- **NO LIMIT** to the number of campaigners allowed **OUTSIDE** the polling place and prohibited area.
- **CANNOT HINDER** or **DELAY** a person from entering or leaving a polling place.
- **LOUDSPEAKERS CANNOT** be used within 300 feet of any polling place.
- **CAMPAIGN MATERIAL**, including *SAMPLE BALLOTS*:
 - must be distributed **OUTSIDE** the polling place and prohibited area.
 - must contain a statement indicating **WHO PAID FOR/AUTHORIZED** the printing (see SBE website, Campaign Finance)
 - subject to a civil fine for failure to properly identify any campaign material
- **SAMPLES** of any “Ballot” **CANNOT** be printed on white or yellow paper **and MUST** contain the words **SAMPLE BALLOT**.

AUTHORIZED REPRESENTATIVES (REPS) - INSIDE POLLING PLACE AND PROHIBITED AREA

- ◆ **MUST** be a qualified Virginia voter.
- ◆ **MUST** present to the chief officer of election a “letter of authorization” signed by the independent or primary candidate or party chair entitled to representation (see below) if list of REPs not previously provided. A copy of the signed “letter of authorization” is acceptable.
- ◆ **NO CAMPAIGNING** is permitted by anyone **INSIDE** the polling place building without electoral board exception.
- ◆ **CANNOT HINDER** or **DELAY** any officer of election or voter.
- ◆ **CANNOT SIT** at the registration table with officer of election but must be positioned to see and hear the voting process. REP may appeal to the local electoral board if dissatisfied with the Chief Officer’s decision on placement.
- ◆ **MAY** create their **OWN LIST OF VOTERS & MARK OWN LIST** (an officer **CANNOT** provide any list to **REPS**).
- ◆ **CANNOT** provide assistance to any voting or wear any indicator that he is available to assist any voter inside the polling place or within 40 feet of any entrance to the polling place.
 - ◆ Officers of election **HAVE AUTHORITY TO REMOVE** any representative who does not adhere to above guidelines.

BEFORE POLLS OPEN §24.2-639	WHILE POLLS ARE OPEN §24.2-604	AFTER POLLS CLOSE §24.2-655
One REP of each political party having a <i>nominee</i> on the ballot in this election One REP of each independent candidate on the ballot in this election (or in a primary, each primary candidate on the ballot) [MAY be the candidate]	One REP of each political party having a <i>nominee</i> on the ballot in this election One REP of each independent candidate on the ballot in this election (or in a primary, each primary candidate on the ballot) [CANNOT be the candidate] *** CANDIDATES may enter polling places only to vote, or to visit for NO LONGER than ten (10) minutes per day per polling place While the polls are open, the Officers of Election, at their discretion, may allow a maximum of three REPS whether or not the pollbook is divided. If the pollbook is divided, one REP is permitted for each station. This number may not exceed three REPS of any political party or independent/primary candidate at one time.	Two REPS of each political party having a <i>nominee</i> on the ballot in this election One REP of each independent candidate on the ballot in this election (or in a primary, each primary candidate on the ballot) [MAY be the candidate] *** The representative CANNOT LEAVE the polling place nor RELAY IN ANY MANNER the results of the election until AFTER final results are ascertained and Chief Officer of Election has opened doors and announced the results. There are NO exceptions to this rule. Representatives may witness the counting and ascertainment of results and make their own notes but MAY NOT touch or handle any ballot, voting equipment or official document, or interfere in any manner.